# LYON COUNTY-WIDE MULTI-HAZARD EMERGENCY OPERATIONS PLAN

Wayne W. Jepsen

**County Emergency Management Coordinator** 

**Date of approval** 

**September 18, 2003** 

 $Copy\_1\_\_ of \_5\_\_ Copies$ 

SIGNATURES OF APPROVAL

Blythe Bloemendaal 9-18-03

Chairman, Emergency Management Commission (Date)

Wayne W. Jepsen 9-18-03

County Emergency Management Coordinator

(Instructions: any time you make a change or add a page to your plan, record it here. Make sure IEMD also gets these changes)

(Date)

# Record of Changes

Change Number	Date of Change	Date Entered	Change Made by (Signature)

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(Instructions: Correlate the correct page number with the topic, so that sections of the plan may be easily accessed)

### **Lyon COUNTY-WIDE** MULTI-HAZARD **EMERGENCY OPERATIONS PLANS**

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#### **Lyon COUNTY-WIDE**

#### **MULTI-HAZARD**

#### **EMERGENCY OPERATIONS PLANS**

#### **PREFACE**

This <u>Lyon</u> County-wide Multi-Hazard Emergency Operations Plan establishes the policies, guidelines, and procedures that will allow all our emergency resources to function effectively, as a team, when disaster strikes.

The Plan is organized in a manner that enhances this functional approach by incorporating the following components:

1. Basic Plan: serves as an overview of Lyon County's approach to emergency operations; assigns responsibilities, and defines, broad policies, plans, and procedures.

- 2. Annexes: address the functional areas deemed critical to emergency response and recovery.
- 3. Appendices: augment annexes and contain hazard-specific information.
- 4. Attachments: abbreviated checklists defining specific tasks by time phase as well as other supporting information are attached where needed.
- 5. Tabs: where necessary, for providing supporting material to an attachment.

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# RESOLUTION

WHEREAS,	the Emergency Management Commission of Lyon County, Iowa, pursuant to Iowa Code is vested with the authority of administering the affairs of Lyon, Iowa; and				
WHEREAS,		ped in order to p	provide for a coordin	i-Hazard Emergency Operated response and recover	
WHEREAS,	the Board of Supervisors of Lyon County, deems it advisable and in the best interests of Lyon County to approve said County-wide, Multi-Hazard Emergency Operations Plan;				
NOW, THERE				f Lyon County, Iowa that Plan be, and hereby is a	
PASSED AND	APPROVED THIS _	18th	_ Day ofSept	, 2003	
ATTEST:			unty Emergency Mar on County, Iowa	agement Commission,	
			Blythe Bloemer	daal Chairman	
			Craig Block S	Supervisor	
			Wes Koedam M	layor of Alvord	
			Henry Rozeboo	m Mayor of Doon	
			Herman J. Stub	be Mayor of George	
			Leonard Van	DenBosch Mayor of Lard	chwood
			Dan Gerber Ma	yor of Lester	
			Gordon Kuiper	Mayor of Little Rock	
			George Halma I	Mayor of Inwood	
			Lawrence Lupk	es Mayor of Rock Rapids	S

#### **FORWARD**

The basic purpose of this plan is to provide a guide for emergency operations. The plan is intended to assist key county officials and emergency organizations to carry out their responsibilities for the protection of life and property under a wide range of emergency conditions. It emphasizes the coordination which must exist within and between services and levels of government, private and volunteer organizations and the many individuals with emergency operations responsibilities or capabilities.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not reduced to written form. Personnel, with intimate knowledge of unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record which can be referred to as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become replacements.

# TRANSFER OF OFFICE THIS DOCUMENTS SHALL REMAIN THE PROPERTY OF THE Lyon COUNTY EMERGENCY MANAGEMENT AGENCY

Upon Termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it the successor or to the County Emergency Management Agency Coordinator.

Copy No. 1 Assigned to: Wayne W. Jepsen Coordinator
Lyon County Emergency Management Agency

#### GLOSSARY OF TERMS AND ACRONYMS

<u>Allocation</u>: The process of designating where evacuees or shelterees would go for protective shelter, temporary lodging, or feeding.

<u>Armed Violence</u> - a hazard classification that encompasses civil disturbance, terrorism, and military conflict.

<u>Assessment (Radiological)</u>: The interpretation of radiological measurement in such a way that the measurements can form a basis for decision-making. Assessment can include making dose or effect predictions and advisory actions that might be take to minimize harmful effects. <u>Assessment Actions</u> imply measures outlined in the Environmental Protection Agency Manual of Protective Action Guides and Protective Actions for Nuclear Incidents.

<u>Capability Assessment</u> - an evaluation of the ability of the jurisdiction to effectively utilize the emergency management resources present. A part of the capability of a community could be an organized police and fire department and the training and talent of the personnel.

<u>CHEMTREC - Chemical Transportation Emergency Center</u>: Located in Washington D.C., this facility, sponsored by the chemical industry, provides 24-hour assistance in dealing with chemical transportation emergencies.

<u>CSP - Community Shelter Plan</u>: A document that enables a local government to give its people the answers to questions, "Where do I go for shelter?" and "What do I do?" when the warning sounds. The CSP designates specific shelters to be used by people working or living in specific areas of the community, thus allocating the people to the best available protection.

<u>Critical Worker</u>: An individual from the hazard area whose skills or services are required to continue operation of vital facilities and activities that will provide goods and to secure the hazard areas to insure continuance of vatal industry, protection of public property, and preservation of the economic system.

<u>Decontamination</u>: The reduction or removal of contaminating radioactive or chemical material from a structure, area, object, or person.

<u>DAC - Disaster Assistance Center</u>: A location established in a disaster area which houses all federal, state, and local agencies that deal directly with the needs of the individual victim. DACs are established only after a Presidential Declaration.

<u>Disaster/Emergency</u> - an event that causes or threatens to cause loss of life, human suffering, public and private property damage, and economic and social disruption. Disasters and emergencies require guidance and resources that are beyond the scope of local agencies in routing responses to day-to-day emergencies and accidents, and may be of such magnitude or unusual circumstances as to require response by several or all levels of government; federal, state, and local.

Electromagnetic Pulse (EMP) - the release of electromagnetic radiation as a result of the detonation

of a nuclear device. The radiation interacts with the earth's atmosphere, producing electrons which subsequently generate electromagnetic waves which severely affects electrical power and radio frequencies.

<u>Emergency Alert System - EAS</u>: The Emergency Alert System is composed of AM, FM, and TV broadcast stations and nongovernment industry entities operating on a voluntary, organized basis during emergencyies at the national, state, or operational levels.

Emergency Clinic: A temporary facility established to render out-patient medical care for relocatees.

<u>Emergency Hospital</u>: A temporary facility established to care for hospital patients when the capacity of the existing medical facilities are exceeded.

<u>Emergency Medical Technician - EMT</u>: An individual who has completed the required training and is licensed by the State of Iowa to perform emergency basic life support functions.

<u>Emergency Operating Center - EOC</u>: a facility in which command and control functions are carried out during times of emergency or disaster. See Annex A.

<u>EOC Staff</u>: The County Emergency Management Coordinator and members of the County and/or municipal government tasked to operate the Emergency Operating Center during disasters. Also includes key coordinating and supporting staff positions that function during disasters such as: EOC Communications Officer; Public Information Officer; Medical Coordinator; etc.

<u>Emergency Public Information - EPI</u>: Information concerning individual actions which will be made available to affected residents, transients, and evacuees in an emergency to insure their safety and well being.

<u>Emergency Worker</u>: A person or persons who are primarily responsible for carrying out emergency functions. Emergency functions include radiological monitoring, fire fighting services, law enforcement, medical and health services, rescue activities, area security, communications, evacuation measures, social services, and other related functions assigned by competent authority to protect the health, safety, and property of the general populace.

<u>Executive Group</u>: The control group in the Emergency Operating Center during emergency operations. Consists of the Chief Executives (Mayor, County Board Chairman, etc.) of the affected jurisdictions and/or their deputies.

<u>Federal Agency</u>: Any department, independent establishment, government corporation, or other agency of the executive Branch of the Federal Government, including the United States Postal Service, but shall not include the American Red Cross.

<u>Federal Agency Disaster Designation</u>: Certain federal agencies have programs under their own authorities which allow them to provide assistance without a Presidential Declaration.

Federal Coordinating Officer - FCO: The person appointed by the Associate Director, Federal

Emergency Management Agency, who operates under the Regional Director, FEMA, to coordinate federal assistance in a major disaster.

<u>Federal Emergency Management Agency - FEMA</u>: The federal agency charged with development of an Integrated Emergency Management System and with supporting Emergency Management and Disaster Assistance efforts at all levels of government.

<u>Governor's Authorized Representative</u>: The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applications for public assistance.

Governor's Proclamation - State of Disaster Emergency: The Governor has found that a disaster has occurred or that the occurrence or threat thereof is imminent with the state or any part thereof, and he has activated the disaster response and recovery aspects of state, local and interjurisdictional organizations for the purpose of aiding the affected individuals and local governments.

<u>Hazard</u> - a potential natural or technological force or event that could cause damage to life, property or environment or create a disaster.

<u>Hazard Analysis</u> - the name of a process for determining the emergency management needs of a jurisdiction. It is a series of steps or activities which include the concepts of <u>Hazard Identification</u>, <u>Vulnerability Analysis</u> and <u>Risk Analysis</u>. The hazard analysis identifies potential hazards, estimates how serious the hazards are and establishes planning priorities. It provides a factual basis for planning and the necessary documentation for planning and response efforts.

<u>Hazard Identification</u> - the process of deciding which hazards have the potential of affecting your jurisdiction. Inventory of hazards.

<u>Hazard Area</u>: A specified area directly affected by a disaster, or with high probability of being affected by specific hazards.

<u>Hazardous Materials - HazMat</u>: Substances which, if released in an uncontrolled manner (i.e., spilled), can be harmful to people, animals, property, and/or the environment.

<u>Health Physics Professional</u>: A person who is registered with or meets the qualifications of registration as a Plenary Member with the Health Physics Society, 1340 Old Chain Bridge Road, McLean Virginia 22101.

#### **Incident Command Terms:**

<u>I.C.</u> (<u>Incident Command/Management</u>): individual that takes responsibility for control of incident - system can be expanded and reduced as the need arrises. Any responsibility not delegated belongs to Incident Commander. Any time there are more than seven sectors needed, an operation officer should be appointed.

Sector/Division Officer: individual who has the responsibility of managing a particular area of

response (i.e., fire, EMS, law enforcement) and reports directly to incident commander - multiple sectors are often assigned.

Safety Officer: individual that coordinates and secures safety at scene.

<u>Rehabilitation Officer</u>: individual that is responsible for firefighting accountability and assembles and disassembles strike team.

Strike Team: crew of responders that are given a particular task.

<u>Staging Officer</u>: individual that is responsible for staging equipment and apparatus. Also advises incident commander of inventory.

<u>Information Center - IC (Local)</u>: Located at or near the Emergency Operating Center (EOC). Information is compiled and verified as factual before releases. Concerned with the confirmation of information and rumor control.

ICU: Intensive Care Unit

<u>Inquiry Center (Local)</u>: A location separated from the Emergency Operating Center which information requests from the public can be handled. Special Disaster Information telephone numbers are published relieving pressure on the Emergency Response System. This term is synonymous with "Rumor Control".

<u>Integrated Emergency Management System - IEMS</u>: A concept introduced by the Federal Emergency Management Agency (FEMA) to develop and maintain a credible emergency management capability nationwide by integrating activities along functional lines at all levels of government and, to the fullest extent possible, across all hazards.

<u>Implementation of the Plan</u> - to put the plan into effect by testing and updating the plan and integrating it into the overall preparedness of the jurisdiction. The Emergency Management Coordinator may take the lead in implementing the plan. The is implemented when each agency, department, or organization recognize their responsibilities in the plan.

<u>Key Personnel</u>: Those officials of local government and other agencies and organizations who have primary functional responsibilities under this plan.

<u>Lodging Facilities (Congregate Care)</u>: Public or private buildings in designated reception areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as a protective or fallout shelter.

<u>Mass Casualty Incident - MCI</u>: An incident, emergency, or disaster which generates sufficient casualties where:

- 1. The number of patients and the nature of their injuries make the normal level of stabilization and care unachievable, or
- 2. The number of Emergency Medical Technicians and ambulances that can be brought to the field within the time allowed is not enough, or
- 3. The stabilization capabilities of the hospital are insufficient to handle all the patients.

Media Release Point (Local): Designated location for release of information from the Information Center (IC) to the general media for dissemination to the public. May be located at or near the Information Center.

Medical Control: The term used to designate overall command of medical treatment field operations.

<u>Mobile Assistance Team</u>: Personnel from federal, state, local, and private relief agencies which conduct meetings throughout an affected area to immediately aid victims or refer victims to where assistance may be available.

<u>Mutual-Aid Agreements</u>: a formal, written agreement between organizations, either public or private, for reciprocal aid and assistance in case of disaster too great to be dealt with unassisted or when local resources are inadequate or exhausted.

<u>National Emergency</u>: An emergency declared by the President of the United States or Congress pursuant to applicable federal law finding that an attack upon the United States has occurred or is anticipated and that national safety requires the invocation of the emergency authority provided for by federal law.

<u>National Security</u> - events which include large scale natural disasters, technological disasters or terrorism, nuclear attack, biological warfare or conventional warfare which threatens the stability and security of the nation.

<u>Presidential Emergency Declaration</u>: Is issued when the President has decided that a catastrophe, in any part of the United States, requires federal emergency assistance to supplement state and local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a natural disastare which because of the pressure of time or because of the unique capabilities of a federal agency, assistance can be more readily provided by the federal government.

<u>Presidential Major Disaster Declaration</u>: Is issued when in the determination of the President, a catastrophe causes damage of sufficient severity and magnitude to warrant federal assistance under PL 93-288 or subsequent ligistlation, above and beyond emergency services provided by the federal government to supplement the efforts and available resources of states, local governments, and other relief organizations in alleviating the damage, loss, hardship, or suffering as a result of the catastrophe.

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<u>Preventive Measures</u>: An action deemed necessary to provide protection to the public which occurs prior to actualization of a specific threat. Generally associated with complex or time consuming actions.

<u>Protective Shelter</u>: Any shelter with the capability to protect individuals, animals, or equipment from the effects of hazards such as tornadoes, blast, fire, initial radiation, and fallout. Some additional terms associated with protective shelters are:

- A. Expedient Shelter: Any shelter constructed in an emergency or crisis period on a crash basis by government, individuals or single families.
- B. Fallout Shelter: A habitual structure, facility, or space used to protect its occupants from radioactive fallout. Criteria include a protection factor of 40PF or greater, a minimum of 10 square feet of floor space per person, and at least 3 cubic feet of fresh air per minute per person when capacity is based on minimum space requirements. In unventilated underground space, 500 cubic feet of space per person is required.
- C. Upgradeable Shelter: Shelter space obtained by taking actions to improve fallout protection in existing facilities and spaces; usually accomplished by adding mass overhead and to walls through use of earth and other materials to establish a protection factor of PF 40 or better.

<u>Radiological Emergency</u>: A radiological/nuclear incident/accident which requires immediate action to save lives, to protect public health, to preserve property, or to reduce or avoid an increase in the threat resulting from the incident/accident.

<u>Radiological Monitoring</u>: The use of detection equipment to determine the levels of radiation or the presence and concentration of radioactive contamination to include the planning and data collection necessary to the task.

<u>Radiological Protection</u>: The organized effort, through warning, detection, and preventive or remedial measures, to minimize the effect of nuclear radiation on people and resources.

<u>Reception Area</u>: A specified area designated for reception and care of evacuees that is unaffected by the disaster, or hazard, or in the case of possible nuclear attack is relatively unlikely to experience direct weapons effects (blast of 2 psi or more, heat, and initial nuclear radiation).

Risk probability - the likelihood that the potential hazard will occur.

Roentgen: The unit of exposure from X or gamma rays.

Roentgen Equivalent Man - REM: A special equivalent or radiation dose equivalent.

<u>Standard Operating Guidelines - SOG</u>: A ready and continuous reference to those guidelines which are unique to a situation and which are used for accomplishing specialized functions.

Standard Operating Procedures - SOP: A ready and continuous reference to those procedures which are

unique to a situation and which are used for accomplishing specialized functions.

<u>State Coordinating Officer SCO</u>: The person appointed by the Governor to act as the state representative for state assistance and to coordinate with the Federal Coordinating Officer.

<u>Technological disaster</u> - loss of life-lines that people depend upon such as electricity, natural gas, and transportation, or accidental release of chemical, biological or nuclear substances.

<u>Traffic Control Points</u>: Places along evacuation routes that are either manned by law enforcement personnel or volunteers, or marked with barricades to direct and control movement to and from the area being evacuated.

<u>Triage</u>: A system of assigning priorities of medical treatment to the injured and/or ill on the basis of urgency, chance of survival, etc.

<u>Vulnerability</u> - susceptibility of life, property, and environment to injury or damage. If people or structures can be damaged by a hazard's impact, they are vulnerable.

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